

*Rec-72-1001-100110008-2*  
*1-5*

Records Management Check List  
(Operating Office Program)

1. Has a records management Program been established by directive?
2. Does the directive cover:
  - a. Program scope ~~per R-43-100~~
  - b. Definitions
  - c. Objectives
  - d. Authority \*
  - e. Responsibilities \*
  - f. Control measures for a continuing program.

(\* Including those of the Records Officer)
3. Has the Records Officer's position been designated in writing?  
Is his position understood and accepted throughout the component?
4. What is his title? Grade?
5. To whom is he responsible? Does this give him the necessary prestige, backing, and latitude for independent action and decision making?
6. Do collateral duties restrict the Records Officer? If so, to what extent?
7. Has the Records Officer a program plan? ~~In your opinion, does the plan:~~
  - a. Provide for a well-rounded program?
  - b. Reflect a sound appraisal of the critical areas in order of priority?
  - c. Provide for utilizing the services of Records Management Staff?
8. Is the Records Officer attacking the main problems?
9. Has the Records Officer delegated any duties to a subordinate staff member, or to operating personnel?
10. Does the Records Officer take advantage of opportunities to promote and publicize the program? Is he sought by operating personnel?
11. Is the Records Officer qualified to carry out a successful program? If not, what experience, training, or skills does he need?
12. What is the Records Officer's attitude toward Records Management as a career?